

DD/S

57-1241

APR 10 1957

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MEMORANDUM FOR: Members of the Building Steering Committee

SUBJECT: Building Plans

SEARCHED	INDEXED
SERIALIZED	FILED
DEC 6 1978	
By: <i>027</i>	

1. The diagrammatic drawings submitted by the architect March 25, 1957, have been reviewed by the Public Buildings Service and members of the Building Planning Staff with the result that, with a few relatively minor technical changes, they can be returned to the architect with our approval and instructions to proceed with the next phase of the planning, which is the development of Tentative Working Drawings. In order to expedite the development of these plans, I have agreed with the architect and PBS that the Building Planning Staff could assist by furnishing certain information relating to the general positioning of division level (DD/P Branch level) components in the building, in addition to actual layouts of rooms in certain selected areas.

2. In order that we can proceed with the planning on this basis and maintain the tight production schedule established for the architect, it is important that the information we give him now be as detailed and accurate as we can make it. Changes in the divisions of the components which will occupy the building, or in the positioning of the occupants within the building should be made now before we give the instructions to the architect for his use in the tentative drawing phase of the planning. Any changes in these details after he has these instructions must be held to the minimum because each change will be costly not only in terms of delaying the schedule, but very likely will result in the payment of an additional architectural fee.

3. If you have any changes to suggest either with regard to the occupants of the building, or their positioning in the plans, I would appreciate you notifying me in sufficient time to reach any necessary agreement and prepare our instructions to be delivered to the architect not later than 19 April 1957.

Distribution:

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Deputy Director

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